MLGSCA Business Meeting Agenda
Wednesday, October 15, 2014, 3:30pm – 5:00pm
Quint Meeting, Marriott Denver Tech Center, Denver, CO
Meet Me Conference call (for members not at Quint)

Call to Order by Kathleen Carlson, President: Welcome & Introductions of attendees.
2:44pm MST

Ellen Aaronson, Darla Anderson, April Aguinaga, Brooke Billman, Rebecca Birr, Karen Bontekoe, Hal Bright, Naomi Broering, Kathleen Carlson, Alan Carr, Sandra Chase, Amy Chatfield, Judy Consales, Elisa Cortez, Jackie Davis, Kay Deeney, Darla Delgadillo, Nancy Gulliver, Kelli Ham, Norma Layton, Molly Harrington, Kelli Hines, Janet Hobbs, Nita Mailander, Lisa Marks, Sunny McGowan, Tiffany Moxham, Linda Murphy, Bethany Myers, Bryan Nugent, Rikke Ogawa, Nicole Pettenati, Lori Tagawa, Kathy Zeblisky

Via Phone: Laura Stubblefield, Danielle Linden, and Mary E. White, Marcia Henry

Documents Distributed for Meeting
MLGSCA Business Meeting Agenda 101514 by Norma Layton
Minutes MLGSCA Business Meeting 032514 by Norma Layton
Written Reports from Committee members by Kathleen Carlson

Approval of Minutes Chapter Business Meeting March 25, 2014 (Kaiser Permanente Downey/Grand Canyon University) - 5 minutes

Correction - Lori Tagawa
Correct the spelling of Lori Tagawa in membership section.

Amy Chatfield moves to approve amendment
Ellen Aaronson seconds.

Announcements
- Recognition of MLGSCA Quint meeting planners - Rebecca Birr

Rebecca Birr thanked those that helped plan and attend the meeting. She thought it was a great success and recognized the MLGCSA Quint meeting planners:

Amy Chatfield: Co-chair Programs; Andrea Harrow
Ellen Aaronson: Co-chair evaluation committee
Andrea Harrow & Andrea Lynch: Co-chair CE education committee
Lori Tagawa & Sunny McGowan (Sritongsook): Evaluation development
Internet: Bryan Nugent
Hospital Library Selection: Kathy Zeblisky
Registration: Adele Dobry

Armadillo Accolades received:
Ellen Aaronson - 2
Amy Chatfield – 2
Lisa Marks – 1
Bethany Myers -1

- New officers since last meeting in March 2015
o Norma Layton – Secretary;
o Danielle Linden – President-Elect; CE Chair
o Sunny McGowan (Sritongsook) replaced Kathleen Carlson in final year 2014/2015) as MLA Chapter Rep Alternate

• New Committee Chairs
  o Sue Shelly – Professional Issues Committee
  o Amy Nadell – Connections
  o Molly Harrington – Internal Auditor

Officer, Committee & Other Reports

President’s Report:
Kathleen Carlson

Questions on written reports by everybody? Question on Treasury report? Had to submit a 4th QTR report because the last report that was done was from December 2013. Thanked Ellen Aaronson and Kathy Zebilsky for helping Janet Hobbs with the Treasurer’s Report. The report reflects the 2013/2014 4 QTR fiscal quarter.

First quarter report for 2014/2015.

All the chairs get a quarterly report via QuickBooks. President gets a weekly QuickBooks report and a report anytime a check is cut. This helps keep the cost in the correct cost center. Appears to be a better way to help keep track of what is being expended.

Not much interest in the two Vanguard accounts. Bank of America account considered more of an operating account, which is what the Chapter runs its business by.

Members should know that the chapter is giving out more than we are taking in $6750.00 in awards and scholarships and only taking in $6400.00 on membership dues. Spending more money on awards, scholarships and development. Already in the red after all committee submits their cost.

Questions on the first quarter?
Question was asked if the chapter should be giving out this many scholarships. Chapter gives 2 $1500 scholarships every year. This is ok when the account is flush, i.e. the coupon exchange as there was over $350,000.00 in it at the time, now that account is down to $117,000.00.

Vanguard Federal Money Market Fund which was created for scholarship was decided that the chapter would not let this go below the threshold of $28,000.00. So if $3,000.00 are given every year this is going to deplete also.

Discussion:

Lisa Marks states that the Endowment Fund was set up for this purpose and that there was money in the fund, Kathleen reiterated that the funds have not being coming out of there, but rather through the General Operations fund (Bank of America) and had to have a vote so that $3,000.00 can be transferred out of the Endowment Fund every year. Lisa stated that is where the money should be coming out from then.

Questions, concerns?

Molly Harrington pointed out that endowment fund specifically for scholarships hasn’t been used, why don’t we use inbound funds to take care of scholarships. It is fine except that the Vanguard is not earning
much in terms of interest and we are continuing to deplete the account, we are not making money, and losing money every year, and that at some point we will need make some hard decisions in terms of awards.

Ellen Aaronson suggested that we can still used endowment funds for what it was intended for and do scholarships from endowment fund and separate those from the awards that we give. That way it can be determined whether we need to adjust the number of awards, the amount of awards and have a discussion on if we are awarding too much money from our account for the scholarships. Maybe cut back on them. They were once increased, but because of the financial situation, perhaps go back and revisit and be discretionary.

Lisa Marks states that previously they weren’t getting as many applications for the $1000 scholarship awards so they asked the A/C committee instead of the three $1000 they could split it into two $1500. They don’t always get applications for the scholarships, so it is not necessarily given out every year. For sure, one and this is something to take into consideration.

Kelli Ham not sure on the restriction of the endowment fund, but pointed out that in the Vanguard Money Market fund, you will never earn money on that balance and typically endowment funds are invested in relatively safe investments.

Ellen Aaronson recalls the endowment fund was specifically set up for scholarships and had to reach a certain level in order to become self-sustaining and when it reached that level it could be used for scholarships.

Rikke Ogawa – suggested given the lack of clarity of history of this account that the President or executive committee charge the scholarship or appoint someone in laying out what the historic intention of the funds of the award were and examine whether the amount given is going to be financially met by the resources that were asking to meet it and if not propose some alternative.

Lori Tagawa - asked to keep in mind that in the last several years we have been offering CE’s which is another source of income and we rely on MLA webcasts, and pretty much the sole income is from membership. We are not going to be offering CE’s and not getting any profits from them so we need to consider our awards in its entirety.

Kathleen Carlson- states AC member voted to tap into the Vanguard Money Market Fund. We were not getting applications because of the amount of $1,000.00 and when the amount got increased ($1500.00) we were getting applications, but asked why we are giving these scholarships without asking anything in return.

Awards Report:
Lisa Marks on behalf of Laura Stubblefield

Awards Committee went over the Award section in the Manual and made changes where appropriate. Advertised availability of awards on blogs and university list-serves. Paraprofessional Award of Year went to Nancy Olmos at the Health and Dental Library at USC in Los Angeles and was presented to her at a team meeting.

Updated scholarships announcements on Library School websites. If you know anyone in library school who wants to become a librarian let them know about the $1500 scholarship. Deadline to apply is November 1st.

Ellen Aaronson won the Professional Development award to attend the 2014 Quint Conference Meeting in Denver, CO.
The Awards Committee is working on verbiage to recognize all the retired MLGSCA members on the MLGSCA website by end of November 2014.

Louise Darling Award Nominations are due by February 2015.

CE Report
Danielle Linden:

Gave additional information on the report that was sent out.


Dates have been added. Midday at the Oasis, November 19, 2014.
Will send others out via the Listserv.

Membership Report:
Lori Tagawa & Sunny Sritongsook

2014 MLGSCA membership was 205. Slight decline from 2013 which MLGSCA membership was 215. Of the 205: 80% renewed, 8% new, 7% retired 1% honorary

Membership will follow-up with a survey and analyze trends to see what they do to keep and increase membership. Collaborated with Professional Issues Committee to create recruitment letter to send to accredited Library schools and sent those out to California State Northridge, UCLA, USC and Arizona. December 2014/January 2015 notices for membership renewal will be going out, and will be due in March 2015.

Web & Blog Report:
Kelli Hines & Tim Ream

The New MLGSCA webpage is currently in transition from Dreamweaver to Joomla! Joomla! Allows Webpage Administration to add different people to the account and if they want committees can update their own webpages. Joomla is mobile device compatible.
Member specifics stages behind passwords. Also looking to a different mode of registration, so we don’t need to use C-Vent which would bring the costs down significantly.
Many of the webpages had not been updated in a very long time so there needs to be some continuity to the pages.
Updated Blog software and it is easier to get things to load. Trying to promote social media for better engagement.

NN/LM PSR Report:
Alan Carr

Recently did two needs assessment. One for education and a general planning survey.
Recently published Latitudes articles that contain the results from these surveys and members are encouraged to read them.
Reiterated that PSR NN/LM is sponsoring six sites in the MLGSCA region for members to view the MLA Webcasts.

AHIP Credential Liaison Report:
AHIP membership numbers are also trending downward and the AHIP Committee will be analyzing this trends. AHIP will be launching a “we want you back” campaign.

**Old Business (taken from minutes of last business meeting March 25, 2014)**
- The question was asked by President Mary White, what can the profit from 2013 Joint Meeting UC San Diego be used for?
- Laura Stubblefield said some of the money should be used for AHIP sponsorship.
- Eileen Wakiji wondered if AHIP should be part of professional development and Kristyn Gonnerman said based on bylaws, using the profit could fall into this category.

Kathleen doesn’t think it’s a good idea to earmarking those funds at the moment. Asked for suggestions. Suggestions included a vote put out to membership at large, survey, research retreat, toward Joint Meeting expenses. Kathleen will be sending out a survey so everyone who wants to vote can vote.

**New Business**
- Joint Meeting NCNMLG 2016 will be held in Stanford, CA.
- Added Advisory Council minutes from 2003 - 2015 under User ID and password.
- Working on Travel wording for AC manual for elected officers (President, President-elect, MLA Chapter Rep., and MLA Chapter Rep. Alternate, Secretary, Treasurer, Immediate Past-President) in looking over the minutes over the past meetings, there has not been anything clearly defined as to who get travel funds and in the interest in transparency this needs to be documented.
- In the interest transparency past winners of Awards will be posted on the MLGSCA website. In talking to other chapters put the current officers and years they were running. So people know you are not contacting the wrong people. As an organization, Treasurer changes every two years and Kathleen puts forth that permanent bookkeeper is hired as we need to keep our books in order. Checking with other chapters they provide a small stipend to keep the books in order so that the money goes into the right accounts and the Bank of America Statements, both Vanguard statements are reconciled each month and quarter respectively.

**Discussion:** The chapter that had a bookkeeper was a member who was retired and was given a small stipend. Question was asked about the stipend. It was $500 a year. Clarification was asked of the duties of a bookkeeper and how different it is from a treasurer and internal auditor. At the beginning stages of this idea, and if we move forward more investigation will be done on this. Essentially ensures continuity of the funds. The need for this was shown as Kathleen used an example of how the cost for postage was put in the travel budget.

**Lori Tagawa** reports that MLA membership stands at 2900, down from 3361 previous year. MLA membership down by 30% each year over the last two years

**Kathleen Carlson** put out a call for committee for the Joint Meeting January 21, 2016 in Stanford.

**Adjournment**

**Motion to adjourn Meeting - Rikke Ogawa**
Kay Deeney seconds the motion

Meeting adjourned at 3:46pm, MT